

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

**Arlington School Committee
Standing Subcommittee: Budget
Monday, December 5, 2016
5:30 PM**

Open Meeting

Public Participation

Approve draft minutes of 10/25/2016

FY 2018 Budget

- *Review any available information*

Last year's unfunded needs

- *Current Status*

Budget Outreach

Special Education Reserve account

- *How to set it up*

Discussion: summer hires, how to craft motion to approve

Topics for future Budget subcommittee meetings

Old business

New business

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Kirsi Allison-Ampe, MD



Town of Arlington, Massachusetts

Approve draft minutes of 10/25/2016

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Minutes	Budget_Subcommittee_Draft_Minutes_2016-10-25_A.docx	10 25 2016 Budget Subcommittee Minutes

DRAFT MINUTES

Budget Subcommittee
Arlington School Committee

Meeting Minutes
Tuesday, October 25th, 2016, 5:30 p.m.

Attendance

Subcommittee Members: Kirsi Allison-Ampe M.D., Len Kardon
District Leadership: Kathleen Bodie, Ed.D., Diane Johnson

The meeting was called to order at 5:30 p.m. Mr Schlichtman had conveyed his regrets as he was needed for Question 2 advocacy elsewhere.

1. There was no public participation.
2. Draft minutes of May 6, 2016 were approved 2-0.
3. 2016-2017 Budget Calendar:
 - Questions on End of Year Report will go to Dr Bodie and Ms Johnson by 11/3/16, to be addressed on 11/10/16
 - Prior discussion by KAA with Mr Fanning (FinComm) suggested several potential FinComm presentation dates in March, the subcommittee decided 3/20/17 was optimal
 - We will add a presentation from the AEA as part of the budget priorities hearings
 - Motion to approved the Draft Budget Calendar as amended and to forward it to the full Committee was made by Mr Kardon; passed 2-0-0
4. Budget strategy:
 - Discussed current plan to go forward with another year of needs-based budgeting and to continue communicating unfilled needs. All were in agreement to do this
 - Expectation is to clearly delineate needs but not request additional money
 - What are question(s) that department heads, principals are asked to answer? Possible answers: Needed to close achievement gap? Are schools going to suffer as result of not having <something>? Necessities vs “nice to haves”? Can we justify cost of addition to taxpayers?
 - Will ask full Committee for their ideas on “needs” question
 - Will stick with similar formatting as last year
 - Determination on this years “needs” buckets will be made later (last year’s examples: enrollment growth, high needs students, essential curriculum, unfunded mandates)
5. Budget Outreach:
 - Last year’s approach of asking PTO’s to host Budget presentations was well-received, and at least one school has already requested a repeat session
 - Presentations were on budget process, where money comes from, how decisions are made, what is known thus far about budget

DRAFT MINUTES

- Will check on which schools were involved last year and try to reach other schools this year
 - Schools will be asked to be willing to host parents from other schools for the presentation
 - Will make final decision when full subcommittee is available
 - Will bring up last year's unfunded needs at presentations, see what parent thoughts are on items
 - May consider making presentation for ACMi — same budget powerpoint with voiceover
6. Topics for future subcommittee meetings:
- Suggestions included
- New federal guidelines on financing of group home residents education and possible budgetary implications
 - What was funded with additional funds received over expected for FY17? (includes additional Chap 70 and higher grant amounts)
 - Athletic funding, budgeting, appropriate amount for next year's budget
 - Questions raised by other SC members about seeing last year's spending as budgeted amounts vs actuals, and revolving accounts expenditures
7. There was no old or new business.
8. Meeting adjourned at 6:30pm.



Town of Arlington, Massachusetts

FY 2018 Budget

Summary:

- Review any available information

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	FY18_Projected_Funding_Summary.11.28.16.pdf	FY 18 Superintendent's Proposed Budget Funding Summary

FY18 Superintendent's Proposed Budget
Funding Summary

Funding Summary	Funding Description	FY15 Budget as of 8.28.14	FY16 Budget as of 9.8.15	FY17 Proposed	FY17 Budget as of 11.3.16	FY18 Proposed Budget 11.28.16	Change in Funding
Town Appropriation	Town Appropriation	50,729,968	53,574,114	57,001,333	57,172,443	60,928,485	3,756,042
Town Appropriation Total		50,729,968	53,574,114	57,001,333	57,172,443	60,928,485	3,756,042
Grants	METCO	388,095	411,548	407,433	434,654	434,654	-
	Title 1	177,032	297,026	175,262	347,187	198,900	(148,287)
	Kindergarten Grant	231,100	180,640	-	-	-	-
	Title 2A Professional Development	83,040	84,261	83,418	83,503	78,493	(5,010)
	Title 3 ELL	37,269	38,773	38,385	39,178	41,920	2,742
	SpEd Early Childhood	40,832	40,844	40,436	42,021	42,021	-
	Academic Support	7,700	5,400	5,346	5,346	5,000	(346)
	SpEd 94-142	1,328,574	1,351,570	1,338,054	1,396,626	1,396,626	-
	Mandarin	-	-	-	-	-	-
	SpEd Program Improvement	20,029	42,470	42,045	42,045	42,045	-
	Project SUCCESS Counseling	203,393	-	-	-	-	-
Grants Total		2,517,064	2,452,532	2,130,379	2,390,560	2,239,659	(150,901)
Revolving Fees & Reimbursements	Circuit Breaker	1,666,231	1,961,263	1,824,232	1,928,899	1,743,076	(185,823)
	Tuition In Revolving	190,000	90,000	90,000	90,000	90,000	-
	Athletic Fees	260,000	260,000	260,000	260,000	260,000	-
	Peirce Field Rental	22,000	22,000	22,000	22,000	22,000	-
	Instrumental Music Fees	148,265	148,265	148,265	148,265	148,265	-
	Building Rental Fees	350,000	350,000	350,000	350,000	350,000	-
	Traffic Supervisor Rebilling	16,235	16,235	17,232	17,232	17,576.64	345
	Athletic Ticket Sales	40,000	40,000	40,000	40,000	40,000	-
	Menotomy Preschool	142,000	142,000	142,000	142,000	142,000	-
	Bishop Bus	20,000	20,000	20,000	20,000	20,000	-
	Foreign Visas	325,000	325,000	325,000	325,000	325,000	-
	Prior Revolving Balances			250,000	250,000	0	(250,000)
	LABBB credit	-	-	-	-	0	-
	Other Fees	15,354	15,354	16,683	16,683	17,183.49	500
Revolving Fees & Reimbursements Total		3,195,085	3,390,117	3,505,412	3,610,079	3,175,101	(434,978)
Grand Total		56,442,117	59,416,763	62,637,124	63,173,082	66,343,245	3,170,163



Town of Arlington, Massachusetts

Last year's unfunded needs

Summary:

- Current Status

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Reference Material	unfunded_items_-_FY17_budget_book.pdf	Unfunded items FY 17 Budget book

High Needs Implementation Growth Unfunded Curriculum Mandates		FY17 Unfunded Budget Requests					
		Special Education Unfunded Needs for FY17					
		Area of Service	Location	Position Description	FTE	Salary/ Unit Cost	Total Cost
x	x	1 Teachers	Early Childhood	Classroom Expansion (replaced with TA)	0.5	68,600	34,300
x	x	3 Teachers	Elementary	Learning Specialists	2	68,600	137,200
x	x	4 Teaching Assistants	Elementary	Support for increased Learning Specialists	1	17,340	17,340
x	x	5 Related Services	Elementary	Social Worker SLC C program	0.5	75,000	37,500
x	x	7 Teachers	Ottoson	Expansion of SLC B (Summit) program	1	68,600	68,600
x	x	8 Teaching Assistants	Ottoson	Expansion of SLC B (Summit) program	2	25,340	50,680
x	x	9 Teaching Assistants	Ottoson	Existing TA salaries increased to BSP level	7	7,928	55,496
x	x	10 Related Services	High School	Speech Language	0.3	75,000	22,500
x	x	11 Teachers	High School	High Needs Math	0.2	68,600	13,720
x	x	12 Teachers	High School	High Needs Science	0.2	68,600	13,720
x	x	13 Teachers	High School	High Needs English	0.2	68,600	13,720
x	x	14 Teaching Assistants	High School	BSP	1	25,340	25,340
x	x	15 Teaching Assistants	District Wide	Existing SLC TA salaries increased to BSP level	17	7,928	134,776
				Unfunded for Special Education	8.9	624,892	624,892
		Elementary Unfunded Needs for FY17					
		Area of Service	Location	Position Description	FTE	Salary/ Unit Cost	Total Cost
x	x	17 Teachers	Stratton	English Language Learners (ELL)	0.2	68,600	13,720
x	x	18 Teachers	Hardy	English Language Learners (ELL)	0.7	68,600	48,020
x	x	19 Teachers	Bishop	Reading Specialist	0.4	68,600	27,440
x	x	20 Teaching Assistants	District Wide	Increase Kindergarten TA's to full time	11.5	17,340	199,410
x	x	23 Curriculum Materials	District Wide	Math Curriculum update grades K-2	18.700	18,700	337,900
				Unfunded for Elementary	12.8	-	307,290

Middle School Unfunded Needs for FY17								
	Area of Service	Location	Position Description	FTE	Salary/Unit Cost	Total Cost		
x	44 Teachers	Ottoson	World Language Spanish/ French	0.8	68,600	54,880		
x	x 45 Teachers	Ottoson	School Nurse (lower salary, less experience)		14,600	14,600		
x	x 48 Curriculum Materials	Ottoson	Latin Textbooks/ digital subscription		6,000	6,000		
			Unfunded for Middle School	0.8		75,480		
High School Unfunded Needs for FY17								
	Area of Service	Location	Position Description	FTE	Salary/Unit Cost	Total Cost		
x	53 Teachers	High School	English	0.6	68,600	41,160		
x	x 54 Teachers	High School	Social Studies History		68,600	54,880		
x	x 55 Teachers	High School	Science Biology/ Physics		68,600	41,160		
x	x 56 Teachers	High School	World Language French	0.2	68,600	13,720		
x	x 57 Teachers	High School	World Language Spanish	0.2	68,600	13,720		
x	x 58 Teachers	High School	Family and Consumer Science	0.2	68,600	13,720		
x	x 59 Teachers	High School	Visual Art Digital	0.6	68,600	41,160		
x	x 60 Teachers	High School	Technical Education (Makerspace)	1	68,600	68,600		
x	x 61 Athletics	High School	Athletics Budget Adjustment		121,965	121,965		
x	x 62 Technology	High School	Set of Chromebooks for Social Studies		7,900	7,900		
x	x 63 Technology	High School	iPad Mini cart for World Languages		9,000	9,000		
x	x 64 Curriculum Materials	High School	Latin Textbooks/ digital subscriptions		17,000	17,000		
x	x 65 Curriculum Materials	High School	Visual Art supplies and equipment		9,900	9,900		
x	x 66 Curriculum Materials	High School	Family Consumer Science supplies		2,500	2,500		
x	x 67 Professional Development	High School	Advisory development and support		15,000	15,000		
			Unfunded for High School	4.2		471,385		

Enrollment Growth
High Needs
Unfunded Curriculum
Essential Curriculum Mandates



Town of Arlington, Massachusetts

Special Education Reserve account

Summary:

- How to set it up

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Backup Material	special_education_reserve_account_chap_218-section_24.docx	Special Ed reserve account chap
<input type="checkbox"/> Reference Material	sped_reserve_account_legbulletinoct16.pdf	Special Ed reserve account legal bulletin

SECTION 24. Said chapter 40 is hereby further amended by inserting after section 13D the following section:-

Section 13E. Any school district which accepts this section, by a majority vote of the school committee and a majority vote of the legislative body or, in the case of a regional school district by a majority vote of the legislative bodies in a majority of the member communities of the district, may establish and appropriate or transfer money to a reserve fund to be utilized in the upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The balance in such reserve fund shall not exceed 2 per cent of the annual net school spending of the school district.

Funds shall only be distributed from the reserve funds after a majority vote of the school committee and a majority vote of the board of selectman or city council, or, in the case of a regional school district by a majority vote of the board of selectmen or city council in a majority of the member communities of the district.

The district treasurer may invest the monies in the manner authorized in section 54 of chapter 44 and any interest earned thereon shall be credited to and become part of the fund.

From:

<https://malegislature.gov/Laws/SessionLaws/Acts/2016/Chapter218>

LEGISLATIVE BULLETIN

To: All School Committee Members and Superintendents
From: Stephen J. Finnegan Esq., MASC General Counsel
Re: An Act to Modernize Municipal Finance and Government
Date: October 12, 2016

Section by Section Summary of Final Bill Signed on August 9, 2016

This bill will become effective on November 7, 2016 except as noted in Chapter 218 of the Acts of 2016. The Department of Revenue has published a 17 page summary of the law and below you will find those sections that apply to school committees.

Municipal Procurement 1 (2-4, 6-12) – These sections amend the “horizontal” construction procurement statute, c. 30, § 39M, to increase the dollar threshold for contracts requiring less-than-full competitive bidding from \$10K to \$50K. They also make procurement methods consistent with other construction and municipal procurement statutes by adding a “middle tier” of contracts valued at between \$10K-\$50K, for which public entities may either give public notification of the contract or use OSD statewide contracts or other “blanket” contracts to solicit a minimum of three bids. Finally, these sections make conforming changes to dollar thresholds for existing exemptions under c. 30, § 39M, and the municipal procurement statute, c. 30B.

Exemptions from Uniform Procurement (5) – This section removes the existing exemption from the municipal procurement statute, c. 30B, for contracts for bank services that are subject to the maintenance of a compensating balance. The exemption for bank services subject to a compensating balance is removed because municipalities are otherwise subject to c. 30B rules for other types of banking services. This is also consistent with loosening state oversight of such agreements, as described in sections 87-90.

Retiree Health Cost Sharing (14, 251) – This section repeals the requirement in c. 32B, § 9A½ that a municipality be reimbursed in full, in the event a retired municipal employee or beneficiary receives healthcare premium contributions under circumstances in which a portion of the retiree’s creditable service is attributable to service in another

municipality. This legislation was enacted in 2010 with municipal support, but has proven to be unworkable in practice.

OPEB Trust Fund (15, 238) – These sections permit governmental units – defined broadly to include any political subdivision of the Commonwealth and housing authorities, redevelopment authorities, regional councils of government, regional school districts and educational collaboratives – to establish an OPEB trust fund that complies with the legal requirements for trusts and with GASB. This change is necessary to clarify current language, which only authorizes a reserve/stabilization fund for retiree health insurance purposes. These sections also make clear that any OPEB fund created prior to the effective date of this act will continue unless the governmental unit re-accepts the provisions of this act.

Rental Revolving Fund (19) – This section allows cities and towns to create a revolving fund for proceeds from rental of surplus non-school properties, and authorizes expenditures without appropriation for upkeep of such properties. This is an expansion of current law, which authorizes a revolving fund only for the rental of surplus school properties.

Joint Powers Agreements (20) – This section allows governmental entities to enter into a joint powers agreement. In a city, these can be entered into with another governmental unit for the joint exercise of any of their common powers and duties within a designated region, except for veterans services, by the council with the approval of the mayor, and in a town, by the board of selectmen. MASC worked with the legislative leadership to ensure that these agreements will not be used to

over

require school districts to regionalize or to expand superintendency unions, charters, collaboratives or virtual schools. Furthermore, any agreement involving schools must receive school committee approval. See subsection (h) below.

(h) A regional school district, superintendency union, educational collaborative, charter school or commonwealth virtual school may only be formed as provided in the applicable provisions of the General Laws, and no joint powers agreement made pursuant to this section may, in substance, create such a district, union, collaborative, charter school or virtual school, irrespective of how the entity created pursuant to a joint powers agreement may be characterized or named. A joint powers agreement relating to public schools may only be entered into by the school committee, or other governing board, as applicable.

Special Education Reserve Fund (24) – This section allows a school district to establish a reserve fund to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The balance in the reserve fund shall not exceed 2% of the annual net school spending of the school district.

Approval of Bills/Warrants (57-58) – These sections allow multi-member boards, committee, commissions heading departments, including boards of selectmen, to designate one of its members, to review and approve bills or payment warrants, with a report provided at the next meeting. Currently, a board or committee heading a department may delegate authority to approve payrolls to a member and a regional school committee may designate a subcommittee to approve bills and payrolls with a report to the next meeting of full committee. Absent a charter or special act, boards and committees must approve bills or payment warrants by majority vote at a meeting subject to the Open Meeting Law.

Year End Transfers (75-76) – These sections eliminate the limits on types and amounts of appropriation transfers that can be made by the selectmen with finance committee approval at end of year. This would allow end-of-fiscal-year transfers from health insurance, debt service or other unclassified/non-departmental line item appropriation and eliminate a cap of 3% on the amount that may be transferred from any department (school and light department line items remain exempt from this procedure). Eliminating the cap on transfers will provide for greater flexibility in

avoiding deficits and eliminate the need for additional town meetings by July 15 for minor transfers.

Insurance/ Restitution Funds (84) – This section amends the statute that requires all municipal receipts to be deposited to the general fund and be appropriated. This current statute includes several exceptions that allow certain receipts to be spent without appropriation for particular purposes, including insurance and restitution proceeds. This section increases the amount that may be spent without appropriation to restore or replace the damaged property from \$20,000 to \$150,000 and updates the lost or damaged school book and materials restitution exception to include electronic devices and equipment provided to students.

Scholarship and Educational Funds (159-162) – These sections amend the authorization for cities and towns to form such funds to clarify that each fund is separately accepted and to clarify the distinct purposes for which such funds can be used.

Regional School District Debt (179) – Makes a technical change, inserting the word “committee”, to clarify that it is the regional district school committee that may require the approval of any particular authorized issue of indebtedness by referendum.

Regional School District Transportation (181) – Clarifies that any funds to be reimbursed by the Commonwealth for regional school district transportation are subject to appropriation.

Regional School District Stabilization Fund (183) – Under current law, a regional school district can have a stabilization fund, not to exceed 5% of the total assessment upon member communities. These amendments substitute the Commissioner of Elementary and Secondary Education instead of the Director of Accounts to approve a higher level of stabilization fund appropriation and expenditures from the fund for other than capital purposes.

Extended School Programs (185-187) – Under current law, school committees may provide pre-school and extended school services for certain children and establish a revolving fund for payments made by parents and other monies received in connection with these programs. These amendments would remove outdated restrictions on the students who may receive the services and extend these sections to regional school committees.

Community School Program Fund (188) – Increases the current community school fund's \$3,000 expenditure limit for material and equipment purchases within a fiscal year, to \$10,000.

School Revolving Fund (189) – Qualifies revenue received from enrichment and summer programs authorized by the school committee, and parking fees as monies received in connection with the "use of school property" for the purposes of the district's revolving fund.

Vocational School Revolving Fund (190) – Removes the \$5,000 expenditure limit placed on vocational schools' revolving funds, used for culinary arts or other related programs.

Municipal Procurement 2 (224-230) – These sections amend the "vertical" construction procurement statute, c. 149, § 44A, to increase the dollar threshold for contracts requiring less-than-full competitive bidding from \$25K to \$50K. It also makes procurement methods consistent with other construction and municipal procurement statutes by modifying the method for "middle tier" contracts, valued at between \$10K-50K, to permit public entities to either give public notification of the contract or use OSD statewide contracts or other "blanket" contracts to solicit a minimum of three bids. These sections increase the dollar thresholds for contracts requiring competitive bidding (from \$100K to \$150K for first tier) and for triggering the requirement to submit "sub-bids" and "sub-trade" bids.

Review of Regionalization Opportunities (240) – Requires each secretary of an executive office to evaluate all grant, loan, and technical assistance programs administered under their office for opportunities to promote, facilitate and implement inter-municipal cooperation, collaboration, and regional service delivery at the local level, and report the results of that evaluation to A&F by December 31, 2016.

Prioritizing Grant Funds to Communities who Regionalize (241) – Requires any executive agency that administers a program through which funding may be provided to municipalities, where regionalization may be feasible, to encourage municipal efficiencies by prioritizing those applications for funds which come from municipalities that have developed a method by which to jointly and more efficiently utilize such funding.

Reduction of the Cost of Textbooks/other Educational Materials (244) – Requires the Operational Services Division (OSD) to develop procedures allowing for the reduction of the cost of textbooks and other educational materials through methods including, but not limited to, bulk purchasing and statewide contracts for bulk purchasing for elementary and secondary public schools and for public institutions of higher education in accordance with 34 CFR 668.164.

The general provisions of Chapter 218 become effective on November 7, 2016. Sections 246-253 establish different effective dates for certain provisions.



Town of Arlington, Massachusetts

Discussion: summer hires, how to craft motion to approve

ATTACHMENTS:

Type	File Name	Description
Policy	dbj.pdf	DBJ Budget Transfer Authority

File: DBJ

BUDGET TRANSFER AUTHORITY

The budget approved each year by the School Committee shall include funding for specific programs and shall include the number of faculty and staff positions in each department and level.

If the budget as approved by the School Committee is not fully funded by Town Meeting, the Superintendent shall submit a revised budget to the School Committee for review and approval.

If additional revenue is identified or revenue is reduced subsequent to the approval by Town Meeting of the School Committee budget, the Superintendent shall submit to the School Committee a prioritized list of programs to add or reduce. The Superintendent shall not add or reduce programs without School Committee approval.

At the first full meeting of the School Committee in September of each year, the Superintendent shall submit a summary of all personnel changes made since approval of the budget by the School Committee the previous spring.

The Superintendent shall transmit budget transfers to the School Committee for approval as needed. Transfer approvals are required when budget balances are moved between the following budget categories:

- Elementary
- Secondary
- Special Education
- Curriculum and Instruction
- Administration
- Reserve Accounts
- Other

Transfer approval is required only for funds that are not derived from grants. Newly awarded grants shall be included on a consent agenda of a regular or special meeting of the School Committee for acceptance.

Budget transfers submitted for School Committee approval shall be accompanied by supporting documentation presenting changes to the detail of the original budget as adopted by the School Committee.

Any changes within a budget line item that impacts policy or has a long-term impact on the district would also require a school committee vote

Revised and Approved by School Committee: June 28, 2011



Town of Arlington, Massachusetts

Topics for future Budget subcommittee meetings

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Recommendations	Topics_for_future_Budget_Subcommittee_meetings_(1).docx	Topics for future Budget Subcommittee Meeting

Topics for future Budget Subcommittee meetings:

- New federal guidelines on financing of group home residents education and possible budgetary implications
- What was funded with additional funds received over expected for FY17? (includes additional Chap 70 and higher grant amounts)
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- Questions raised by other SC members about seeing last year's spending as budgeted amounts vs actuals, and revolving accounts expenditures